



## **CCWIS Steering Committee Meeting Minutes Thursday, September 22, 2016**

**Attendees:** Carl Ayers, Don Driver, Mike Gump, Liz Henry, Alex Kamberis, Ross McDonald, Rebecca Morgan

**Non-Voting Attendees:** Laura Polk (Scribe), Robert Early

**Absent:** Margaret Schultze, J.R. Simpson, Robert Hobbelman, Dottie Wells

### **1. Alex Kamberis, Project Manager, reviewed the Project deliverables timeline:**

- |                                   |                       |
|-----------------------------------|-----------------------|
| • Budget Overview                 | 9/15/2016 - completed |
| • Conceptual Model                | 9/26/2016             |
| • Requirements Deliverable        | 2/03/2017             |
| • Gap Analysis                    | 3/08/2017             |
| • Analysis of Development Options | 4/19/2017             |
| • Cost Benefit Analysis           | 5/01/2017             |
| • Feasibility Assessment          | 5/18/2017             |
| • Project Summary Report          | 5/22/2017             |
| • RFP Deliverable                 | 5/26/2017             |

### **2. Alex Kamberis, Project Manager, provided a list of accomplishments since the last steering committee meeting**

- Interviewed Regional Directors
- Requirements Management Plan approved
- PCG Project Timeline approved by VDSS
- Conceptual Model interviews completed
- Collaborating with ACF & federal DOE to resolve data-sharing issues with VDOE
- 2nd Budget workshop to determine a rough cost
- SPIDeR demonstration
- Met with CSA to discuss interfaces and hosted a CANVAS demonstration
- Interviewed foster care alumni SME



- Met with DCSE to discuss interfaces

### **3. Committee discussion around Joint Application Requirement (JAR) sessions**

Discussion around JAR sessions and specifically the local financial/office manager involvement and whether two days set for December will be enough to fully capture Virginia's financial requirements. Mr. Kamberis will research possible pre-meetings to maximize face time together for documenting business processes.

There was extensive discussion of the Committee regarding what will be needed in a CCWIS solution related to financial services. The Committee discussed what financial components to start with, and stressed what is initially developed be amenable to additional programs add-ons at later dates, if appropriate.

Mr. Kamberis was asked to discuss with PCG the feasibility of possibly amending the current RFP, and bringing on another business analyst to work in collaboration with local departments and state finance to document the necessary financial requirements to meet Virginia's unique needs.

### **4. Mobility**

There was extensive discussion with the Committee about the value to prioritizing a mobility solution for local users. The pros and cons of moving expeditiously to bring a mobile solution were discussed. Mr. Kamberis was asked to proceed in gathering further information around the IT requirements, should the recommendation be made by the Committee to move forward with obtaining a mobile solution a top priority.

### **5. Committee Meetings**

Prior to adjournment, the Committee decided to extend future meetings by one hour. Future Committee meetings will be held from 1:00 – 3:00 p.m. the fourth Thursday of each month.

Next meeting will be Thursday, October 27, 2016.